

## CITY OF BURBANK

### OPERATING SYSTEMS ANALYST III

#### DEFINITION

Under general direction, acts as a senior project manager who supports the City operating system (OS) environments and applications; plans, designs, integrates, tests, and administers operating system programs; develops and implements long-range, strategic information system plans; and performs related work as required.

#### ESSENTIAL FUNCTIONS

Implements, operates, designs, maintains, and tests large, complex application systems; provides expert technical direction to management; manages data center software and hardware platforms; advises, consults, and/or directs server or mainframe operating systems information management strategies and is an external liaison; develops and administers OS information policies, guidelines, and hardware/software standards; develops IT architectures and establishes priorities for systems development; develops budgets and resource requirements; investigates new information technologies and architectures; recommends possible business applications and services; supervises subordinate technical and/or support staff; participates as a systems software expert and consultant in interagency information technology commissions, working groups, and advisory committees; oversees the development of systems designs for large scale, complex connectivity solutions; solves the most complex system software and performance problems for teleprocessing and database systems; manages teams consisting primarily of operating system technical staff; drives on City business.

#### MINIMUM QUALIFICATIONS

##### Employment Standards

- Knowledge of – AIX, HACMP, UNIX, SAN, and SQL; principles, practices, and techniques of computer programming, systems design, computer operating systems/components and procedures, server, and/or mainframe architectures; database management software, communications software, security software; system performance analysis/tuning, and capacity planning.
- Ability to – provide expert technical guidance to OS programming and application development staffs; advise management regarding IT strategies; follow oral and written directions; perform assigned tasks quickly and accurately; use telephone; write or use a keyboard to communicate through written means; establish and maintain effective working relationships with supervisors, fellow employees, and the public.
- Skill in - selecting, installing, and maintaining, OS software; planning, installing, maintaining, and designing operating systems.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to—graduation from an accredited college or university with a Bachelor's degree in Computer Science or a closely related field and five years of experience in operating systems administration with three years as a project lead and a current certification in operating system administration or two years of experience at the level of Operating Systems Analyst II.

**Special Conditions & Requirements:** The physical ability to lift computer equipment up to 40 pounds, physically perform sedentary to medium work involving moving from one area to another, sufficient hand/eye coordination to perform repetitive movements such as typing and extensive exposure to video display terminals/computers. To intermittently twist to reach equipment surrounding desk; perform simple and power grasping, pushing, pulling, and fine manipulation; see and hear with sufficient acuity to successfully perform all aspects of the job; differentiate various colors of wires and diagrams; bend, kneel, squat and twist to adjust equipment; stand, walk, bend, stoop, twist, kneel, and lift.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment; a current industry recognized certification in Operating Systems Administration (to be determined at the time of recruitment) may be required at the time of appointment.

#### SUPPLEMENTAL INFORMATION

None.